

November 2002

## **Searchable NPS Fire Telephone Directory**

The Fire Management Staff Telephone Directory is NOW available as an online database that is searchable by name or park unit. This interactive database was developed in order to maintain a more current and easily accessible directory for field, regional, and national personnel. An additional benefit is that you can now print your updated pages immediately from the on-line directory!

Park and regional fire personnel are now responsible for updating records in the database for their area – this includes name changes, phone number changes, additions of new employees, and deletions of employees that have moved or retired. Each unit should develop their own protocol as to how to manage their updates. Once the protocol is developed, it is important to keep it consistent within that park/area and assure that the program is understood and used by all affected personnel.

To begin searching for your colleagues in the parks, regions, and national office, as well as to make changes to records as necessary, begin at: <a href="http://inside.nps.gov/fire/telephone/index.cfm">http://inside.nps.gov/fire/telephone/index.cfm</a>

## Sue Vap's Record - A Journey in Cyberspace



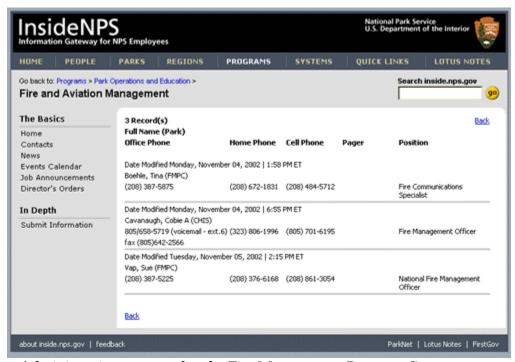
Sue Vap has decided to do a search for her record in order to update some information. This is the first screen she sees at <a href="http://inside.nps.gov/fire/telephone/index.cfm">http://inside.nps.gov/fire/telephone/index.cfm</a>.



One record was found for Sue Vap, National Fire Management Officer. Sue clicked on edit to access her record.

| InsideNPS Information Gateway for NPS Employees   |  |            |          |           | National Park Service<br>U.S. Department of the Interior |                        |
|---|--|------------|----------|-----------|--|------------------------|
| HOME PEOPLE   | PARKS                                  | REGIONS    | PROGRAMS | SYSTEMS   | QUICK LINKS  | LOTUS NOTES            |
| Go back to: Programs > Park Operations and Education > Fire and Aviation Management                 |  |            |          |           | Search inside.nps.gov                                    |                        |
| The Basics  | Fire Telephone Directory - Edit Record |            |          |           |  |                        |
| Home Contacts News Events Calendar Job Announcements Director's Orders  In Depth Submit Information |  | Sue<br>Vap | -6168    | 1 Officer |  |                        |
|   | Notes                                  |            |          |           |  | e<br>e                 |
| about inside.nps.gov   feed   | back                                   |            |          |           | ParkNet  | Lotus Notes   FirstGov |

After she made her changes, she clicked Submit to complete the process.



Administrative personnel at the Fire Management Program Center can go to a specific URL and see that between November 4 and 5, 2002, the records for Sue Vap, Cobie Cavanaugh, and Tina Boehle have been modified.

A message will be sent quarterly to fire personnel regarding pages that have been updated in the previous quarter. This will make a more efficient process, printing specific pages instead of the entire directory.

We hope you find this process as easy as Sue did. If you have any questions, please contact Tina Davidson at 208-387-5207 or <a href="mailto:Tina\_Davidson@nps.gov">Tina\_Davidson@nps.gov</a>.